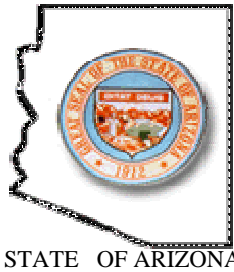


**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 05- 017**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Philip Williams, Director of School Finance

**DATE:** November 12, 2004

**SUBJECT:** November 15, 2004 Basic calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The November 15, 2004 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts> . If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on student lists submitted by September 17, 2004 or if applicable, 40th day counts due by October 29, 2004. All charter schools, regardless of sponsorship, must have submitted a student list or 40<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for an November payment. It is the responsibility of each charter school to verify that the Charter School Estimated Count report, or ADMS46-1 Report for 40<sup>th</sup> day if applicable, posted on their web page (<http://www.ade.az.gov/districts> ) accurately reflects the data submitted.

In the event that you did not receive a November 15, 2004 payment, it may be due to missing or late submitted 40<sup>th</sup> day ADM, or 40<sup>th</sup> day ADM that is less than the estimated counts submitted previously. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

Future payments will be based on the 40<sup>th</sup> and 100<sup>th</sup> day SAIS information submitted by your Charter. If all of your Charter sites have not reached its 40<sup>th</sup> day plus 12 ADE business days, your payments will continue to be based on the latest submitted FY2005 enrollment lists. Until 40<sup>th</sup> day, charter schools should revise their estimated counts each month to accurately reflect the actual student registration. If you have questions about student counts or other required information please call Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov).

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at [ldamant@ade.az.gov](mailto:ldamant@ade.az.gov).